



JOB DESCRIPTION

Position Title: **Crew Chief**

Working Area: **Roads**

Class Code: **3320**

Non-Exempt

EEO Code: **08**

Effective Date: **August 30, 2002**

Major Function

Skilled maintenance work assisting in the supervision and performance of assigned work projects.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Operates tractors, rollers, or other related equipment in landscaping or construction of roadways. Operates power mowers, edges, chippers, blowers, and other equipment in the maintenance of right-of-ways. May be required to drive trucks/vehicles to transport self, crew, and materials to work site. Provides/carries/delivers supplies, materials, tools as needed. Uses shovels, picks, drills, hammers or other hand power tools.

Mixes and prepares concrete, and other materials used in road construction. Places traffic barricades, cones or other traffic signs and flags or directs traffic safely around work crews and areas; acts as a look-out for equipment operators when backing, turning, etc.

Lays sod, spreads seed, hay, fertilizer, or other materials in landscaping or roadside maintenance.

Assists with supervision of crew. Performs general maintenance duties as assigned by supervisor. Keeps records and submits reports on work performed and assures that work schedules are adhered to.

Performs other duties as assigned or as may be necessary.

Minimum Qualifications

Knowledge of the principles and practices of general maintenance. Knowledge of the tools and equipment used in performing maintenance tasks. Knowledge of traffic control, flagging and construction signing. Knowledge of the Manual on Uniform Traffic Control Devices (MUTCD).

Ability to communicate effectively with assigned personnel. Ability to perform physically demanding job duties, occasionally under adverse weather conditions.

High School Diploma or GED and two (2) years experience in road construction and/or drainage.

Must possess and maintain a valid Florida Driver's License.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position involves extensive fieldwork. Incumbents may work in adverse weather condition. Incumbents perform a variety of physical work skills and duties and are exposed to high levels of dirt, dust, and fumes. Incumbents are required to lift objects weighing in excess of 50 pounds on a regular basis. Incumbents in this position must follow safety procedures carefully.